

LIBRARY COMMISSION

2015/16 Work Plan

[Current as of 17 March 2015,]

Goal	Projects	Work Planned	Target Date & Actions Taken	Owner
<p>Outreach and awareness</p> <p>Increase awareness of the Santa Clara County Library District (SCCLD) vision and services to Los Altos and Los Altos Hills residents and City Councils</p>	<p>Keep the Councils of Los Altos and Los Altos Hills informed about library services, issues, events, and activities</p>	<ol style="list-style-type: none"> 1. Have Library Commission representation at each Council meeting once every quarter. 2. Create a series of 2-3 minute library-related presentations. Topics can include: Library overview; technology tools available at the libraries; special collections, Friends of the Library (FOL) contributions (financial and other), Los Altos Library Endowment (LALE), etc. 3. Collaborate with Youth Commission. Invite Youth Commission to discuss Library and Technology. All Interested commissioners 	<p>Ongoing Effort</p> <p>Mid 2015</p>	<p>Rich and Cindy</p>
	<p>Identify, attend, and present library services information to attendees at special events and with civic and local organizations and groups</p>	<ol style="list-style-type: none"> 1. Identify civic, student, educational, volunteer, etc. groups to meet and reach out to their membership or circle of influence, connecting with residents who do not have library cards or have not used their cards within the last two years 2. Rank organizations and make initial contact with the top 3, scheduling a short presentation/introduction to the three groups 	<p>Ongoing Effort</p> <ul style="list-style-type: none"> • Every Los Altos Public event • Reach out to Homestead High school • Youth commission 	<p>Cathie and Judith</p>
<p>Increase Library Patronage</p>	<p>Campaign to introduce library resources and services to schools in our area</p>	<p>Coordinate with Library staff to continue to meet with students and teachers to introduce SCCLD resources and services</p>	<p>Ongoing Effort</p>	

	As appropriate assist library staff with outreach presentations	All Commissioners that are interested	Ongoing Effort	Cathie and Judith
Work to ensure that the Library's policies, facilities and resources meet the needs of the community	Stay informed about library issues through membership in and interaction with relevant groups and attendance at events	<ol style="list-style-type: none"> 1. Update Santa Clara County Library District calendar of Commission meetings 2. Majority of Commissioners attend at least one other library commission meeting within our District 3. Attend other Los Altos Commission meetings when appropriate 4. Accept reports and updates from FOL, LALE, and North County Library Authority (NCLA). 5. Receive reports from the SCCLD County and Community Librarians, and City Staff as appropriate. 		Cindy will update the calendar All
	Monitor CIP to mitigate pedestrian and vehicle safety issues around the Main Library	Library Commission report issued in Mar 2011. City solution proposed in April 2012. Assigned to Commissioners Poulos and Suelzle.	Ongoing	
	Encourage shared or coordinated programs between "cultural organizations" (i.e. History Museum, Theater,...)	All interested Commissioners	Ongoing Effort	
Monitor the progress of the Civic Center Master Plan and/or any other planning process that would impact the library	Have Library Commission representation at workshops and focus group meetings regarding the Community Center Master Plan, including both City and non-City sponsored events	<ol style="list-style-type: none"> 1. Emphasize the importance of library support groups (i.e. FOL, LALE) in maintaining the quality of the Los Altos libraries 2. Provide insights, comments, and concerns as appropriate 	Ongoing	

Work toward mitigating the deficiencies in the Los Altos Main Library	Benchmark to other SCCLD libraries to: (1) use as and educational tool; and (2) to determine where the Los Altos libraries stand	All interested Commissioners		
	Deficiencies are outlined in a matrix developed by the Library Commission in March 2014	All members of the Library Commission. Invite Library support organizations and individuals to discuss how to best mitigate these issues	Commission discussed the “Deficiencies Matrix” with LA Council on March 18, 2014	Kishen will review and check to make sure it is reflecting the current state